NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: System Administrator/Project Coordinator (Unclassified)

ISSUE DATE: September 1, 2017
CLOSING DATE: September 15, 2017
SALARY RANGE: $70,000 - $80,000

LOCATION: Trenton, New Jersey
Office of the Secretary

ANNOUNCEMENT NUMBER: 20-17
POSITION NUMBER: 008597

POSITION DESCRIPTION

Under the direction of the Chief Information Officer, this position will be responsible for the over-all operation of Windows 2012 Servers in a Virtualized Mode; managing datacenters; Network and Helpdesk staff, setting best practices for managing IT inventory and deploying PC's and Laptops throughout the department and its satellite locations. Prior experience documenting system related policies and Disaster Recovery processes is highly desired. The individual is expected to have prior experience managing workflows utilizing a ticketing system; has good/practical technical judgment and troubleshooting skills; possess advance knowledge and experience with centralization, consolidation and virtualization of servers. Minimum seven years of experience of in-depth knowledge of operating Windows Servers and 3 years of managing Windows 2012 Servers, Active Directory Microsoft Exchange Architecture and Migration. Minimum 4 years of experience with Virtualization using either VMWare or Hyper-V, Storage Area Network, System Capacity Planning, Distributed File System and replication techniques backup architecture and administration. Prior experience with implementing Microsoft Office 365 is highly desired. Excellent written and Oral communication skills and ability to manage infrastructure projects and provide best practice recommendations to the Chief Information officer. The ideal candidate should be self-motivated, hands on professional who is a team player and has minimum 3 years of project management experience. The individual must have the right temperament and attitude in resolving issues and delivering solutions to the end user.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Experience/knowledge in the following areas will be a plus: Deploying SharePoint; Desktop Virtualization; Deploying mobile devices such as Android/Windows devices; Site Recovery Manager in VMWare; P4500 HP Left Hand SAN; Microsoft Certified IT Professional and/or MCSE.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts must be submitted with resume. Failure to comply with these requirements may result in ineligibility.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform the essential duties of the position.
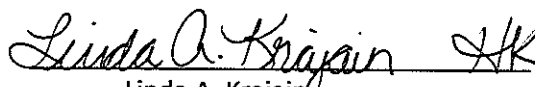
RESIDENCY LAW: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

** AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

APPLICANT INFORMATION

Applicants should submit a cover letter including the announcement number, resume and transcripts by the closing date to: Heather Knox, Personnel Assistant 3, Human Resources, P.O. Box 330, Trenton, NJ 08625 or via e-mail to njdajobs@ag.state.nj.us.

POSTING AUTHORIZED BY:

Linda A. Krajain HK

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Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer
Minorities and women are encouraged to apply.